

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-7-095**

<b>CLASSIFICATION TITLE</b> Associate Governmental Program Analyst	<b>OFFICE/BRANCH</b> Administration Office	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 311-001-5393-004	<b>EFFECTIVE</b> 10/24/16

**GENERAL STATEMENT:**

Under the general direction of the California High-Speed Rail Authority's (Authority) Chief Administrative Officer (CAO), the Associate Governmental Program Analyst (AGPA) is responsible for developing and performing a wide variety of operational processes and procedural functions within the Administration Division. In order to ensure the proper policies and procedures are adhered to, the AGPA analyzes, facilitates and coordinates projects, reports and tasks from all Divisions and Offices within the Authority. This position requires a high level of confidentiality and responsibility, in addition to specialized knowledge of Authority operations and organizational structure; awareness of current issues; contact with high-level State and federal agencies, the legislature, the Governor's Office and numerous external organizations. This position handles highly sensitive issues, which require the incumbent to exercise a high degree of initiative, tact and the ability to make recommendations of major consequence relating to the determination of administrative action. The incumbent must demonstrate a positive attitude and a commitment to providing quality service that is accurate and timely.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

35% (E)	Functions as the internal liaison to the Authority's Offices of Human Resources, Information Technology and Business Services to ensure business processes that affect the Administration Division are formulated, developed and implemented. Analyzes, submits and monitors information regarding various federal and state compliance reports, third party agreements, policies and projects. These include, but are not limited to, personal services agreements, technical state and federal required studies, surveys, reviews and audits, recruitment, organizational charts, Code of Conduct policy, Strategic Planning, Administrative Manual. Coordinates responses to inquiries related to these projects.
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- 35% (E) Interprets Authority policies to operating divisions, offices, and branches including reviewing incoming correspondence from executive staff, public inquiries, etc. Initiates memoranda and drafts responses for more difficult, policy related issues and correspondence. If necessary, assigns to appropriate staff member for reply; maintains follow up on assignments, including evaluating administrative problems and procedures and assisting in the installation of new programs and procedures to ensure that all deadlines are met. Evaluates operating procedures and assists in the installation of new programs and procedures.
- 15% (E) Analyzes and evaluates all material for the CAO's personal reply. Determines priority level of document based on knowledge of current Authority priority issues. Reviews and analyzes all outgoing correspondence and documents prepared by other staff for CAO or Executive staff's signature, including ensuring consistency with administrative policy. Ensures content is consistent with Authority policy and practices. Keeps the CAO apprised of all documents signed in his/her absence. Maintains confidential and administrative files.
- 15% (E) Coordinates the CAO activities including working with other agencies, groups, and individuals. Independently arranges for all activities, events, meetings, transportation, and itineraries for the CAO. Ensures the CAO's priorities are appropriately reflected in his/her calendar. Reviews subject matters and ensures appropriate entities, including local partners and Branch staff, are in attendance. Prepares documents, reports, and/or issue files needed for meetings based upon knowledge of subject matter. Maintains communication and ensures adherence to administrative policy and procedures so that the CAO is notified of all changes to the schedule and has all documents and briefing material prior to activities. Briefs the CAO on action taken during his/her absence.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

The incumbent must be able to work independently, and as part of a team; prioritize work and manage a variety of complex projects simultaneously with accuracy and detail in a complex environment with changing deadlines and priorities and with frequent interruptions. Must have the ability to multi-task, adjust and accommodate shifting priorities, and must be able to use good judgment in organizing and prioritizing workload to ensure deadlines are met.

**DESIRABLE QUALIFICATIONS:**

- Possess strong analytical and problem-solving skills, including good research skills;
- Possess strong communication skills – verbal, written, and interpersonal;
- Possess strong planning and organizational skills;
- Must be able to develop and maintain cooperative working relationships.
- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Proficiency with Microsoft products, Excel, Microsoft Project, and Outlook;
- Experience in coordinating and facilitating meetings or other events.

**SPECIAL PERSONAL REQUIREMENTS**

Demonstrate ability to act independently, open-mindedness, flexibility and tact.

**SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise others, but may act as lead on projects.

**PUBLIC AND INTERNAL CONTACTS:**

The incumbent independently confers with employees at the Authority. The incumbent is in regular contact with the offices of Human Resources, Information Technology, Business Services and other Divisions at the Authority and with external entities. The incumbent will promptly and accurately respond to inquiries and demonstrate a positive attitude and a commitment to provide quality service that is accurate, timely and meets program and project expectations.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The AGPA must be able to exercise good judgment to fulfill their comprehensive responsibilities. Errors in judgment or inadequacies in recommendations and decisions could result in inadequate budget development, insufficient contract monitoring and loss of funds, which could negatively impact the Authority.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Inaccuracies and errors in judgment could result in potential appointment revocation, loss of employment or cancellation of an examination. The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect employee's confidential information may damage the Authority's reputation, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action including termination of employment.

**WORK ENVIRONMENT:**

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with heating and air conditioning, the building temperature may fluctuate.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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